



Department of Conservation & Recreation  
CONSERVING VIRGINIA'S NATURAL & RECREATIONAL RESOURCES

*Supporting  
Youth  
Today  
For  
Tomorrow*



## **CREW SUPERVISOR PROGRAM DESCRIPTION, 2006**

The Virginia State Parks Youth Conservation Corps (VSPYCC) is a summer education and community service program for young people to learn the principles of natural resource stewardship and the importance of sustaining Virginia's unique natural environment. It was established to heighten respect for the environment, increase stewardship of public lands and foster teamwork, self-esteem and social responsibility. The program has the additional goals of improved citizenship and work skills.

**Sessions:** The program will be held in two (2) sessions, each in seven parks.

**Availability:** There will be three positions available at each of the following State Parks:

**Session One:** 25 June to 15 July

1. Bear Creek Lake - Male
2. Douthat - Male
3. False Cape - Female
4. Holliday Lake - Female
5. Kiptopeke - Male
6. Staunton River - Female
7. SW Va. Museum - Female

**Session Two:** 23 July to 12 August

1. Belle Isle - Female
2. Fairy Stone - Female
3. First Landing - Male
4. Hungry Mother - Male
5. Natural Tunnel - Male
6. Twin Lakes - Female
7. Westmoreland - Coed

***Crew Supervisors must be available to attend a four (4) day training session 15-18 June 2006 at Twin Lakes State Park. Meals and lodging will be provided.***

**Application Deadline:** Noon 26 April 2006

**Compensation:** Crew Supervisors will receive a \$1,500 at the end of the three weeks program. A flat \$350 fee will be provided to cover transportation/travel costs to required training and travel to and from the park(s) of assignment.

**Duties:** Crew Supervisors are immediately responsible for directing the activities of the youths involved in the program from the time they report to the time they depart. They are responsible for their teams and for helping to create an atmosphere that is supportive and conducive to learning.

Crew supervisors are expected to help motivate, develop and discipline the members under their supervision, assist in the planning of events and maintaining the well being of the crewmembers.

They will also be responsible for driving the students to field sites (in a vehicle provided by the program), working with students on field projects, and ensuring that they are prepared for any upcoming activities. The crew supervisors are the authoritative figures that will, occasionally, have to be a friend, parent, counselor, and mentor, as well as a supervisor to the participant. The role is not an easy task, but it can be self-rewarding when the outcome for a particular youth or group of youths is positive work habits that are essential to eventual employment. Three crew supervisors will be assigned to each crew of ten to twelve crewmembers. Each individual will have meals provided and receive a \$1500.00 at the end of the three-week program.

**Minimum Qualifications:** All crew supervisors' applicants must have a high school diploma and have completed their sophomore year in college. They must also have a valid driver's license. It is important to have the ability to work in a team situation and provide direction to the team. The ability to perform physically demanding work such as trails building, working with field tools, hiking with backpacks, and water safety awareness are also important. Crew supervisors must be comfortable working in rural, rugged outdoor, marine and freshwater environments. Applicants should have some previous conservation education and/or experience. Applicants should also have previous experience in managing high school age students under field/outdoor situations. Experience in planning and coordinating logistics is also necessary.

**Desirable Qualifications:** Field leadership and teaching experience; an understanding of natural resource management issues and techniques; public speaking and community outreach skills.

**Exception:** Individuals having previously served in the VSPYCC that are 19 years or older and meet all other qualifications may request a qualification waiver to the YCC coordinator.

**Transportation:** Individuals are completely responsible for arranging transportation to and from the selected park.

**Record Search:** The position offer is contingent upon a "Criminal History Record Search". The principal purpose for requesting this personal information is to process your application for acceptance into the VSPYCC program. The information will not otherwise be disclosed to entities outside of Virginia State Parks without your prior written permission. VSPYCC policy prohibits the use of illicit drugs, alcohol, or tobacco products while working with youth; VSPYCC members must maintain a substance-free/Tobacco free lifestyle throughout their employment period.

**Inquiries:** Please contact the designated Youth Conservation Corps coordinator, Mr. Gaston Rouse Jr. at (703) 583-5497 fax (703) 583-2514 Cell (703) 901-1004 or

Email: [vspycc@dcr.virginia.gov](mailto:vspycc@dcr.virginia.gov) for further information.

Web: <http://www.dcr.virginia.gov/parks/ycc.htm>

**Application Requirements:** Resume, 2 work, school or professional references and a completed application. Application packets can be requested via the contact information above.

# Virginia State Parks Youth Corps 2006

## Crew Supervisor Application Form

Answers must be typed or printed legibly in blue or black ink. Please answer all questions to the best of your ability in the space provided. Do not attach any information that is not requested. **All applicants must turn in an application, your resume, and associated reference forms (2) to:**

Gaston Rouse

Leesylvania State Park

2001 Daniel K. Ludwig Dr.

Woodbridge VA 22191-4504

Phone: (703) 583-5497

Fax: (703) 583-2514

Or you can e-mail your resume and this application form to [vspycc@dcv.virginia.gov](mailto:vspycc@dcv.virginia.gov)

**Instructions for E-mail Applicants:** This document consists of 3 pages. E-mailed applications must not be any longer than 4 pages, must use fonts no smaller than 10-point fonts. Please use New Times Roman or a similar font. Application form files should be saved as "APP-Applicant Name.doc" and resume should be named "RES-Applicant Name.doc." For example, "APP-John Doe.doc".

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| APPLICATIONS AND REFERENCE FORMS MUST BE <b>RECEIVED BY NOON</b> 26 April 2006 |
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Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Daytime Telephone: \_\_\_\_\_ Nighttime Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell: \_\_\_\_\_

Home Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

College Currently Enrolled At or Graduated From: \_\_\_\_\_

If in College, in fall 2005 I will be a:      Junior      Senior

Major: \_\_\_\_\_

Current occupation, if not in college: \_\_\_\_\_

Your Age as of 1 June 2006: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Session 1: 25 June to 15 July**

**Session 2: 23 July to 12 August**

Indicate your preference for *parks* and *sessions* below:

|                        | <i>Park</i> | <i>Session</i> |
|------------------------|-------------|----------------|
| 1 <sup>st</sup> Choice | _____       | _____          |
| 2 <sup>nd</sup> Choice | _____       | _____          |

1. Please list any courses, leadership positions or experiences you've taken/had that you feel would be relevant to your participation in this program (please list most recent ones first):

2. Why do you want to be a team leader in this program? What are your goals and expectations?

3. What do you consider to be your greatest strengths? Which things would you most like to improve about yourself?

4. Are you willing and able to participate in activities that require you to:

Hike up to 3 miles a day? ☐ Yes ☐ No

Work with hand and/or power tools? (Depends on age) ☐ Yes ☐ No

Work and live outdoors for three weeks in all-weather conditions? ☐ Yes ☐ No

Spend up to three weeks away from home? ☐ Yes ☐ No

Participate in education activities? ☐ Yes ☐ No

5. I understand that I am completely responsible for arranging transportation to and from any training requirements and the selected park(s) of assignments

6. Where did you first hear about the YCC program?

☐ Newspaper (which one) \_\_\_\_\_ ☐ Radio ☐ Word of Mouth  
☐ School Visit ☐ E-mail ☐ Flyer ☐ Other \_\_\_\_\_

**VSPYCC policy prohibits the use of illicit drugs, alcohol, or tobacco products while working with youth; VSPYCC members must maintain a substance-free/tobacco free lifestyle throughout their employment period.**

Applicant's signature

Printed or typed name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: YCC participants must be able to perform efficiently the physical and mental duties of the position. Qualified applicants with disabilities who can perform the essential functions of the position are encouraged to apply. The State of Virginia is committed to making reasonable accommodations on a case-by-case basis.

# Virginia State Parks Youth Corps 2006 Supervisor Applicant Reference Form

**Attention Applicant:** You are required to have **two (2)** people fill out reference forms. Please type or print your name and the name of the person providing this reference (no family members please).

Applicant's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

**Attention Reference Provider:** Please complete this form in typed or printed blue or black ink. Please note that the **application deadline is noon, 26 April 2006**. Applications will not be considered if the references are received after this date.

The person named above is applying to participate as a **Crew Supervisor** in the Virginia State Parks Conservation Corps that will be held during the summer of 2006. This program will give the applicant an opportunity to participate in actual fieldwork, and learn about resource management and conservation. It involves substantial hands-on participation and service work side-by-side with natural resource managers, and park rangers. As a Crew Supervisor, the applicant will be responsible for a team of 5-7 individuals and will work alongside fellow supervisors. This program requires active participation, sometimes in rugged conditions. Continual contact with crewmembers and fellow supervisors in a variety of rugged outdoor settings and work conditions is one of the cornerstones of this program. It will require a positive attitude, maturity, leadership ability, and a willingness to learn. It also will require an ability by the participant to work with other crew supervisors, crewmembers, and park staff.

Please appraise the applicant's assets and limitations with regard to the elements of the program described above. As much as possible, please give examples. Feel free to be frank and to make any additional comments on this form or on additional sheets if necessary. Thank you very much for your help!

Please return this form in a sealed and signed envelope (for confidentiality) to the applicant, or you may send it directly to the attention of:

Virginia State Parks Youth Corps  
ATTN: Gaston Rouse  
Leesylvania State Park  
2001 Daniel K. Ludwig Dr.  
Woodbridge VA 22191-4504

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**1 a. In what capacity and for how long have you known the applicant?**

**b. How well do you feel you know him/her?**

☐ not very well    ☐ fairly/moderately    ☐ extremely well

**2. Describe the applicant's initiative and ability to follow through on projects.**

3. Describe the applicant's capacity as a leader and supervisor.
4. Describe the applicant's attitude, teamwork and cooperation skills.
5. What are the applicant's strongest points?
6. What are his/her weaknesses?
7. How willing and able is the applicant to actively participate in a rigorous outdoor service projects?
8. Describe the ability of this applicant to act as a disciplinarian when necessary.
9. Please share your knowledge of the applicant's ability to inspire/motivate others.

**Please use this space to include anything else about this applicant:**

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Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Profession/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (h): \_\_\_\_\_ Phone (w): \_\_\_\_\_ email: \_\_\_\_\_

# Virginia State Parks Youth Corps 2005 Supervisor Applicant Reference Form

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Applicant's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

**Attention Reference Provider:** Please complete this form in typed or printed blue or black ink. Please note that the **application deadline is noon, 29 April 2005**. Applications will not be considered if the references are received after this date.

The person named above is applying to participate as a **Crew Supervisor** in the Virginia State Parks Conservation Corps that will be held during the summer of 2005. This program will give the applicant an opportunity to participate in actual fieldwork, and learn about resource management and conservation. It involves substantial hands-on participation and service work side-by-side with natural resource managers, and park rangers. As a Crew Supervisor, the applicant will be responsible for a team of 5-7 individuals and will work alongside fellow supervisors. This program requires active participation, sometimes in rugged conditions. Continual contact with crewmembers and fellow supervisors in a variety of rugged outdoor settings and work conditions is one of the cornerstones of this program. It will require a positive attitude, maturity, leadership ability, and a willingness to learn. It also will require an ability by the participant to work with other crew supervisors, crewmembers, and park staff.

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**Please use this space to include anything else about this applicant:**

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Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Profession/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (h): \_\_\_\_\_ Phone (w): \_\_\_\_\_ email: \_\_\_\_\_